

	DEPARTMENT FORMS	Operations Order 3.8.02
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1. **PURPOSE** - Establish procedures for development, modification, approval, and control of Department forms.

2. **GENERAL INFORMATION**

- A. **Department Form - Definition**

- (1) A Department form is any official/authorized document that is issued a Department form number.
 - A document which is to be used by more than one bureau/precinct or by the public should be issued a Department form number.
 - (2) Any other form developed and unique to an individual bureau/precinct, such as a routing slip or equipment inventory form, is not considered an official Department form and should not be issued a Department form number.

- B. **Department Form Numbers** - Department forms are numbered as follows:

TYPE OF FORM	DESCRIPTION	EXAMPLE
"80"	• Forms which may provide information and/or require completion (have blank spaces for insertion of required information)	• 80-18DB • 80-533D
"PPD"	• Forms providing information and do not require completion	• PPD #33 • PPD #54

- C. **Forms Control Officer** - The forms control officer of the Policy Unit is responsible for:

- Designing new Department forms
- Revising existing Department forms when necessary
- Administering Department print requests
- Maintaining files on Department forms
- Uploading forms to PowerDMS

- D. **"Public Use" Statement** - All forms for public use should contain a statement of reasonable accommodation by providing alternate formats.

EXAMPLE: This document can be made available in alternate formats to accommodate individuals with disabilities by using 7-1-1.

3. **DEVELOPMENT AND REVISION OF DEPARTMENT FORMS**

- A. **Routing of Proposal**

- (1) When an employee determines a new Department form or revision to an existing Department form is necessary, contact the Policy Unit via email at PPD.policy@phoenix.gov.
 - (2) A proposal for a new or revised Department form must be endorsed by an assistant chief before the form will be considered for implementation.

- B. **Staffing of Proposed New Forms or Form Revisions**

- (1) The Policy Unit will determine if the proposed changes are major or minor.
 - (a) Major changes to stocked forms are those that involve significant expenditure or must be accomplished immediately, causing existing form stock to be discarded.

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3. B. (1) (b) Major changes to forms uploaded to the Document Management System (DMS) are those that involve significant changes to a form which may impact Department procedures.
- (c) Minor changes may be authorized by the Policy Unit commander/administrator or designee and, if a stocked form, will usually not be accomplished until the next scheduled reprint of the particular form.
- (2) Any new Department forms or major revisions to existing Department forms will be staffed to assistant chiefs and all affected bureau/precinct commanders/administrators for review and approval.

C. Notification of New Forms and Form Revisions - The forms control officer will notify Department personnel of new forms and major form revisions through DMS.

4. **PRINTING OF FORMS**

- A. Routine printing services for stocked forms can be obtained from the City Print Shop through the Department forms control officer.
- (1) Special printing requirements not available through the City Print Shop will be subject to stipulations in [Administrative Regulation \(AR\) 3.10](#) regarding purchasing of services.
- (2) Department units with printing needs that cannot be met using City resources may consult with the Department forms control officer for further information.
- B. The Department uses a number of documents, such as the Arizona Traffic Ticket and Complaint (ATTC) and Notice of Violation (NOV), that are printed by outside vendors.
 - Information concerning these documents is available through the Department forms control officer.
- C. Only City forms and forms found in DMS may be printed using City printing resources: for example, copy machines.

5. **DISTRIBUTION OF STOCKED FORMS**

- A. Police Supply of the Property Management Bureau, stores, distributes, and maintains an inventory of stocked Department forms used by more than one work unit.
- B. When the ATTC or other number-controlled forms are revised, it is necessary for previously issued forms to be returned to Police Supply.

6. **DELETION OF FORMS** - Forms will be deleted from the Department's inventory/files when good cause has been shown.

- A. Employees will forward a memorandum suggesting form deletions through the chain of command to the Policy Unit.
- B. The approval of affected assistant chief/s is necessary to delete a Department form.

Last Organizational Review: